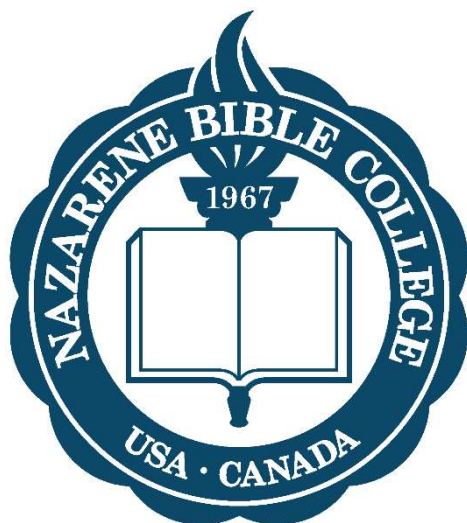


STUDENT HANDBOOK

2024 - 2025



2020 Academy Blvd #316
Colorado Springs, CO 80909
719-884-5000
Fax: 719-884-5199
Email: info@nbc.edu
www.nbc.edu

Should there be any discrepancies between the Student Handbook 2024-2025 and the College Catalog 2024-2025, the College will defer to the Catalog.

The electronic version of the Student Handbook will supersede any printed document. Please reference the online version as the latest "official" handbook.

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Greetings from the leadership team at
NAZARENE BIBLE COLLEGE



Dr. Scott J. Sherwood,
President



Dr. Alan D. Lyke,
Provost



Will E. Mackey,
Vice President for Enrollment
Management



Scott C. Laird,
Vice President for Finance

Welcome to the NBC community where men and women are equipped to evangelize, disciple, and minister to the world.

ABOUT THE COLLEGE

STATEMENT OF BELIEF

Nazarene Bible College, an institution of the Church of the Nazarene, teaches and adheres to the statement of belief as found in the Manual of the Church of the Nazarene.

We believe:

- In one God – the Father, Son, and Holy Spirit.
- That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
- That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
- That the finally impenitent are hopelessly and eternally lost.
- That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- That our Lord will return, the dead will be raised, and the final judgment will take place.

PURPOSE

Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

MISSION

Nazarene Bible College is an undergraduate, professional school of Christian ministry committed to academic and practical programs designed to educate students for service and leadership in a diverse world.

Founded and sponsored by the Church of the Nazarene, the college has a unique place among the institutions of higher learning in the denomination. The college provides ministerial preparation for a diverse community of adult learners primarily within the United States. The college is committed to a strong program of academic excellence offering

baccalaureate and associate degrees supported by appropriate student development programs and strategies.

Nazarene Bible College views truth through the Wesleyan-Holiness perspective and affirms the Bible as the cornerstone for a proper understanding of God's redemptive plan for humankind. The college especially emphasizes the biblical doctrine of entire sanctification and living a holy, Christ-like life.

CORE VALUES

The following core values express our finest aspirations and serve as guiding principles in the pursuit of our mission to equip people for effective Christian ministry. We commit ourselves to reflect the following values.

Learning and Instruction

We acknowledge the inspired truth of Scripture as the reference point for our educational process. We seek to develop lifelong learners with a Christian world view. We are committed to academic and professional excellence. We desire to achieve balance in our curriculum through the integration of intellectual, spiritual, and practical studies.

Development of the Person

We hold that all humankind is created in the image of God. We believe theological education involves shaping the whole person. Therefore, we value the development of moral and ethical integrity, physical and emotional health, and spiritual maturity, all as the demonstration of character through a holy lifestyle.

Service and Mission

We prepare students to engage in practical ministry. We value the demonstration of leadership and servanthood to meet the spiritual and social needs of our world. We encourage interdependence with local churches and diverse ministry contexts where our students can utilize their gifts and graces for service to the church and to the world.

EDUCATIONAL OBJECTIVES OF THE COLLEGE

Nazarene Bible College is committed to equipping students to become Christian witnesses and servant-leaders who demonstrate:

- commitment to Christ-like living and ministry
- effective communication
- critical thinking
- biblical exposition skills
- a foundation in Wesleyan-Holiness theology
- multicultural awareness in missional service
- a Christian worldview
- life-long learning

ACCREDITATION AND RECOGNITION

- Accredited by The Higher Learning Commission (HLC), a commission of the North Central Association of Colleges and Schools, 2006.
- Accredited by the *Commission on Accreditation of the Association for Biblical Higher Education (ABHE)*, 1976. The ABHE is a member of the Council on Higher Education Accreditation (CHEA) and is approved by the United States Department of Education.
- Chartered by the *State of Colorado* (1967) as a non-profit educational institution. Approved by the *Colorado Department of Education* (1969) to grant degrees.
- Approved for training veterans and authorized under federal law to enroll non-immigrant alien students.
- Approved by the *Church of the Nazarene International Board of Education* for training leaders toward ordination or commission in the ministries of the Church of the Nazarene.
- Approved by the *United States Department of Education* for federal aid to students (Title IV).

DIRECTORY

Administration

- Dr. Scott J. Sherwood, President.....719-884-5001
- Dr. Alan Lyke, Provost.....719-884-5011
- Rev. Will Mackey, VP for Enrollment Management.....719-884-5031
- Mr. Scott Laird, VP for Finance.....719-884-5021

Program and Department Directors

- Mrs. Jan M. Edwards, Director of Financial Aid.....719-884-5051
- Mr. David Herron, Chief Technology Officer.....719-884-5102
- Dr. Thomas King, Bible & Theology.....719-884-5157
- Rev. Will Mackey, VP for Enrollment Management.....719-884-5031
- Rev. Duane Mathias, Registrar.....719-884-5081
- Dr. Timothy McKeithen, Hispanic Pastoral Ministries.....719-884-5041
- Dr. Sandra Palm, General Education.....928-821-2640
- Dr. Daniel Powers, Pastoral Ministries.....719-884-5156
- Dr. Robbin Trumble, Counseling for Christian Ministries.....719-432-7493
- Dr. Alan Lyke (Interim), MPP, Advantage,719-884-5011
- Dr. Scott Sherwood (Interim), Leadership & Ethics.....719-884-5001
- Mr. Scott Laird, VP for Finance719-884-5021

Title IX

- Mr. Scott Laird, Title IX Coordinator.....719-884-5021
- Ms. Michelle Avery, Compliance Assistant.....719-884-5062

NBC FAQ: WHO TO ASK

- **Help with spiritual problems**
Contact your advisor, an administrator, a faculty member, or your pastor
- **Academic planning and change of schedule**
Your advisor or the VP for Enrollment Management
Phone: 800-873-3873, ext. 5031
Email: WEMackey@nbc.edu
- **Financial Aid and Government Grants**
Your advisor or the Director of Financial Aid
Phone: 800-873-3873, ext. 5051
Email: financialaid@nbc.ed
- **Military and Veteran's Benefits and Services**
Director of Financial Aid
Phone: 800-873-3873, ext. 5051
Email: JMEwards@nbc.edu
- **Student's NBC financial status**
Phone: 800-873-3873, ext. 5024
Email: business@nbc.edu
- **NBC student's contact information**
PRIVACY ACT (FERPA)
Phone: 800-873-3873, ext. 5081
Email: registrar@nbc.edu
- **New or used textbooks**
NBC Online Bookstore @ eCampus
Email: nbc.ecampus.com
- **Library assistance through MidAmerica Nazarene University**
NBC Library Director LIBRARY SERVICES
Phone: (913) 971-3485
Email: library@mnu.edu
- **Academic Accommodations**
Administrative Assistant for Academic Affairs
Phone: 719-884-5013
Email: gqkyara@nbc.edu

SPIRITUAL LIFE

Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

A vital spiritual life is the cornerstone of effectual preparation for Christian service. The Apostle Paul describes a vital spiritual life as “attaining to the whole measure of the fullness of Christ” (Ephesians 4:13). The “fullness of Christ” is available to all, though attaining it happens by intention, not by accident, as the apostle notes elsewhere:

“Not that I have already obtained it or have already become perfect, but I press on so that I may lay hold of that for which also I was laid hold of by Christ Jesus. Brethren, I do not regard myself as having laid hold of it yet; but one thing I do: forgetting what lies behind and reaching forward to what lies ahead, I press on toward the goal for the prize of the upward call of God in Christ Jesus” (Philippians 3:12-14 NASB).

Paul’s testimony is also an invitation to every follower of Christ to join him in his pursuit of the “fullness of Christ.” It’s an invitation extended to every student enrolled at Nazarene Bible College.

NBC students join in the pursuit of “the fullness of Christ” in many ways.

They realize that:

- Following Christ comes first, so steps must be taken to ensure they keep in step with Him.
- Healthy family relationships are essential, so time must be allotted to nurture those relations.
- The call to service is a call to academic preparation.

The decision to join the NBC students in pursuing the “fullness of Christ” rests with each student. Determine to join them in the pursuit today.

It is also important to note that academic excellence and a vital spiritual life complement each other - they are not in conflict. Jesus said: “Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.” (Luke 10:27 NIV) The text implies that it is impossible to love God with just part of oneself, and that our emotions and spirit and body and intellect all can express our love for Him. NBC students are encouraged to give themselves to sound scholarship, investing themselves in their academic pursuits at NBC as a way of expressing their love for God.

Finally, all persons desiring to serve as ministers in the Church of the Nazarene, and in other denominations, are at some point examined by means of a ministerial credentialing process. Each ministry candidate is assessed as to his/her personal experience of salvation, experience of entire sanctification, knowledge of Biblical doctrines, intellectual, moral and spiritual qualifications, and general fitness for the ministry to which he/she feels called. NBC purposes to guide students toward the successful fulfillment of their ministerial preparation, which is in essence the pursuit of the “fullness of Christ.”

STUDENT SERVICES

BOOKSTORE

Nazarene Bible College utilizes the services of eCampus.com for service and convenience to supply textbooks to the student body. Students may acquire textbooks and supplemental reading materials for course work and the building of a library during their preparation at Nazarene Bible College. In addition to books, the bookstore also sells logo items such as shirts, sweatshirts, and car stickers. Textbooks and NBC merchandise can be purchased at <https://nbc.ecampus.com/>.

Policies of the bookstore include:

Discounts: From time to time eCampus will run a sale on books and items. Students will receive an informative email during these sales.

Purchasing Policy:

- Financial aid can be used to purchase both required and supplemental texts, but not merchandise.

Return Policy:

- Purchased and rented items are eligible to returned for any reason within 30 days after the start of the term.
- If a student is finished with their rental, the rental can be sent back using eCampus' free UPS return label service.
- Students also have the option to extend the rental period by request by requesting an extension. Moreover, students can choose to purchase a rental if they wish to keep the text.

Rental/Return policies may vary according to the eCampus website. NBC highly recommends thoroughly reading all eCampus policies before purchasing, renting, returning, or selling textbooks.

Should you have questions, you can contact NBC's eCampus Liaison at 719-884-5013.

COMMUNICATION

E-mail is the official means of communication by the college to all students. Students should check their e-mail regularly, even when not enrolled in a

current course, for information from the various offices, administrators, and faculty.

The *NBCommunicator* is the official college announcement publication for activities, announcements, and policy and procedure changes during the academic year. It seeks to help keep all students and faculty informed of significant announcements. It is published weekly, year-round by the NBC President's office.

The *NBCommunicator* is e-mailed to all students and is posted on the student and faculty portals.

STUDENT GUIDANCE

Students need guidance through their years of Christian service preparation in a variety of ways. Faculty members, administrators, and staff members seek to be models of Christian care to all students and try to be alert to student needs.

- Faculty members are willing to serve as spiritual advisors to each student. Students are encouraged to develop strong affinity relationships with their professors. These individuals provide guidance, encouragement, and assistance in matters of spiritual formation, social relationships, and church involvement.
- The president is prepared to discuss with the student any matter in which he/ she needs assistance.
- The Provost advises students regarding their general educational plans, choice of programs, vocational planning, curriculum problems, difficulties with study, or withdrawals from college.
- The vice president for finance is available to counsel students regarding tuition and emergency assistance.
- The director of financial aid gives guidance relating to student aid programs, veteran's assistance, and scholarships.
- The Registrar assists students with credit transfer, and attendance policies.
- Under the director of enrollment management, academic advisers assist students with program advising and class scheduling.
- Staff members are available to pray with, and encourage students as opportunities to do so arise.

SPECIAL ACCOMMODATIONS

Students who need special accommodations for a disability should contact the Administrative Assistant for Academic Affairs at 719-884-5013 or 800-

873-3873, ext. 5013 a minimum of four weeks prior to the beginning of the term. All requests for accommodations will be held strictly confidential.

The Administrative Assistant for Academic Affairs will provide the student with a copy of the NBC Accessibility Policy and will guide the student through the process. The Office of the Provost must confirm all disability-based accommodations.

CAREER SERVICES

The ministry is both a profession and a calling. It is essential that both areas are developed and enhanced. Nazarene Bible College is committed to academic and practical programs designed to educate students for service and leadership. The faculty works hard to make the online classroom a learning and stretching experience. The administration spends much of its time in advisement, public awareness of the value of our students. However, Nazarene Bible College does not guarantee job placement.

The College offers the following Career Services through various campus offices to facilitate students'/graduates' job searches:

1. Recommendations – Administrators and Faculty members are pleased to provide recommendations for individual students upon request.
2. Academic records will be sent by the Registrar's Office for students/graduates with a zero-account balance upon written request from the student/graduate.
 - An official academic transcript may be requested online by the student/graduate through Parchment, www.parchment.com.
 - NBC students can access a digital, unofficial version of their academic transcript through their student portal.
3. Christian Service Opportunities
 - The *NBCommunicator* publicizes open ministry positions submitted by Nazarene Districts for NBC students' and graduates' consideration.
 - A listing is published in *NBCommunicator* at the sole discretion of NBC leadership and does not presuppose a recommendation, endorsement, or act as a testimonial for the church, ministry, or student applicant.
 - To submit an open ministry position, please contact the Executive Assistant to the President's Office.

FINANCIAL INFORMATION

TUITION & FEES

Please consult the current NBC Catalog for tuition and fee information.

FINANCIAL AID

The Financial Aid office at Nazarene Bible College is designed to provide financial counseling and monetary assistance to students who would be unable to pursue their education without such assistance. In most cases, students are expected to make a reasonable contribution toward the cost of their education. A reasonable contribution is determined by information provided on the student's financial aid application.

The amount of assistance a student may receive to attend Nazarene Bible College is determined principally by the extent of need. Need, in turn, is determined by an examination of financial resources and obligations of the student and his or her parents (if applicable). Financial aid is then granted to eligible students in the form of grants or loans to help cover educational related costs.

The Financial Aid Office is available to assist you in planning your budget and to assist you in obtaining necessary aid to be able to attend NBC. If you have any questions, call 719-884-5051. Students are responsible for final payment of charges on their account.

A student must apply for financial aid to be considered for any aid, grants or loans.

Students may apply for federal financial aid online at www.studentaid.ed.gov.

NBC's Business Office handles all questions related to charges on the student account. Financial Aid is responsible for Military and Veterans Education Benefits which include:

- Veterans Dependents Education Assistance
- Vocational Rehabilitation Assistance
- Students may apply for military and veteran's educational benefits online at www.qbill.va.gov.

POLICY ON REFUNDS

Please consult the current NBC Catalog for refund policy.

INSTITUTIONAL SCHOLARSHIPS

Various individuals and groups have established scholarships at NBC. Students may complete the [NBC Institutional Scholarship application](#) at the direction of the admissions office. The scholarship committee will review the application and determine if funds may be awarded. Students will receive a written notification of the committee's decision after the applications have been reviewed. Additional information regarding NBC Scholarships is available from Office of Enrollment Management.

Priority for institutional aid is given to full-time students with financial need who have earned a GPA of 3.0 or greater.

Students applying to receive an institutional scholarship must:

- Complete a FAFSA application for the current school year
- Maintain a minimum GPA of 2.0
- Be enrolled in a minimum of 4 credit hours per term

Note: Endowed and funded scholarship availability is based upon investment returns for the year.

LIBRARY SERVICES

Nazarene Bible College (NBC) and MidAmerica Nazarene University (MNU) have entered into a Memorandum of Understanding (MOU) through which NBC and MNU will work together to provide library services for NBC students and faculty for the duration of the terms of the MOU. MNU supports NBC students and faculty with library services during the academic year covering three trimesters that run from July 1 through June 30 of each year.

MNU provides a full-time librarian to support NBC students and faculty on the campus of MNU. While primarily for NBC students and faculty, this librarian will also support MNU students. All MNU library staff will also support NBC's students and faculty as required through the normal services of the library.

Library services include:

- access to NBC electronic databases
- access to the print collection,
- reference librarian support through email, phone, chat or other means, interlibrary loan services, and commentary scan services.
- access to NBC databases and electronic resources through the NBC library portal
- access to the physical collection subject to normal usage provisions for the collection.

MNU provides NBC students and faculty with limited privileges and uses of MNU library facilities during normal operating hours, including:

- access to the wireless Internet network
- use of library computers
- access to NBC databases
- in-library use of the library collections
- reference and research support
- request scanned copies of reference materials
- borrowing circulating materials by communicating with MNU librarians via email, telephone, chat, etc.

NBC students are responsible to pay any normal related fees for such usage (interlibrary loans, replacement costs for non-returned items, etc.).

The NBC students shall be subject to the academic regulations, with such modification, as may be necessary, and regulations relating to student discipline at MNU.

Hours of service:

- Sunday: 3 pm to 12 midnight (CST)
- Monday: 7 am to 12 midnight (CST)
- Tuesday: 7 am to 12 midnight (CST)
- Wednesday: 7 am to 12 midnight (CST)
- Thursday: 7 am to 12 midnight (CST)
- Friday: 7 am to 6 pm (CST)
- Saturday: Noon to 5 pm (CST)

Contact information for library services for NBC students:

- <https://www.nbc.edu/library>
- library@mnu.edu
- (913) 971-3485

SECURITY

Nazarene Bible College is now located in leased office space in Colorado Springs, Colorado. This has not lessened the College's desire to provide a safe and secure environment for students, their families, faculty, and staff. This space provides controlled access, fire alarms, security and safety monitoring. Security protocols are in place to protect electronic data in storage and transmission phases with the NBC network.

PRIVACY ACT (FERPA)

Nazarene Bible College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives students the right to know what information the college maintains about individual students, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record for each request.

Information regarding FERPA, details or college records protected by FERPA, and forms necessary to withhold or release information may be obtained through the registrar's office.

A more detailed policy and links to download forms is available through the student portal at <https://portal.nbc.edu/> and clicking on the "Federal Educational Rights and Privacy Act (FERPA)" link.

POLICIES & PRACTICES

Guidelines for student conduct at Nazarene Bible College are few, but important. Failure to live up to these guidelines can result in discipline, suspension, or dismissal.

The college Provost has the responsibility to oversee counsel with students who violate the behavior and/or dress code, and make disciplinary recommendations to the disciplinary committee.

STANDARDS OF CONDUCT

In order to assure that students at Nazarene Bible College are making satisfactory progress toward a life-style of Christian conduct and character, the college has instituted guidelines for conduct and a system of discipline.

Guidelines for student conduct at Nazarene Bible College are few but important.

Failure to live up to these guidelines may result in discipline, suspension, or dismissal. The guidelines of conduct are enforced.

1. Any conduct that could lead to physical injury or property damage.
2. The use of obscene or profane language.
3. The failure to act with financial responsibility for bills, including rent of house or apartment.
4. The use of tobacco in any of its forms on or off campus.
5. The use or possession of alcoholic beverages, narcotics, addictive or hallucinatory drugs on or off campus. The college reserves the right to require a test for drugs upon probable cause.
6. The use of pornographic materials in any form, including the use of college computers to access pornographic sites on the Internet.
7. Unmarried students making housing arrangements with unmarried persons of the opposite gender.
8. Sexual intimacy outside the bonds of marriage.
9. Sexual and/or emotional intimacy by married persons with members of the opposite gender who are not their spouse.
10. Untruthfulness, dishonesty in all relationships.
11. Students will be held accountable for material that is posted on their personal web site, whether they posted that material or not.
12. Students will be held accountable for behavior that they confess to on Facebook.com or other similar web sites and postings.

13. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements in The Catalog that deal with consequences of plagiarism and academic dishonesty.)
14. Students who are arrested or convicted of a felony while enrolled at NBC will be subject to immediate disciplinary suspension.

DISCIPLINARY PROCESS

Nazarene Bible College is an institution of the Church of the Nazarene. The college administration seeks to promote a creative atmosphere where both the ideals of the Church of the Nazarene and the good of the student may be achieved.

Disciplinary action may be called for in cases of any academic misconduct, such as plagiarism, cheating, etc. In such cases, disciplinary action will be the responsibility of the provost after consultation with the professor and student involved. Such action may include verbal or written reprimand, failure of the course involved, counseling, probation, or dismissal from the college.

Students who do not abide by the ethical standards and practices of the Church of the Nazarene and Nazarene Bible College may be subject to disciplinary action. The following disciplinary steps may be taken in such cases.

If necessary, the student will be required to appear before the student care committee. Such a meeting will occur at a time and place agreed to by the student and the provost. If no agreement can be reached on the date and time of this meeting, the student will be informed of a meeting time specified by the student care committee.

After carefully hearing all facts pertinent to the situation, the student care committee may take action. Such action may include one or more of the following: no action, verbal or written reprimand, restitution or fines, counseling with a professional therapist, probation from the college, dismissal from the college. (The action of the student care committee is not limited to the above options.)

Should the student wish to appeal the decision of the student care committee, he or she should appeal the decision to the President's Cabinet using the Student Appeals Form. A copy of the form will be provided to the student care committee and the President's Cabinet. The President's Cabinet is the highest level of appeal.

STUDENT COMPLAINTS

Nazarene Bible College is concerned that students are treated with dignity and justice. Should a situation arise when a person feels he or she has been treated unfairly, a process is in place to address concerns.

Process

Any student who feels that he or she has been treated unfairly or inappropriately should request a "Question, Concern or Complaint" form available online through the Student Resource Center (<https://nbc.edu/go/qcc>). The form should be completed and submitted to the vice president for academic affairs. A course of action regarding the complaint will include directing the information to the person best positioned to address the concern. This may require interaction with the Student Care/Conduct committee or other pertinent committees. If the concern is referred to a committee the student will be informed of the committee's decision in writing.

Appeals

Should the student wish to appeal the decision, he or she can resubmit the "Question, Concern, or Complaint" form and provide additional information or rationale. A copy of the form will be sent to the President's Cabinet for final review and resolution. The President's Cabinet is the highest level of appeal.

If the appeals process does not provide the outcome desired by the student, he or she can submit a complaint to their state's office of higher education. The following link provides contact information for each state in U.S.: <https://www2.ed.gov/about/top-tasks.html?src=rn>.

NON-DISCRIMINATION POLICY (TITLE IX)

Nazarene Bible College subscribes to the principles and laws of the State of Colorado and the federal government pertaining to civil rights, including Title IX of the Education Amendment of 1972. Nazarene Bible College policy prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, or disability in recruitment and admission of students, scholarship and loan programs, and in the operation of all college administered programs, activities, and services.

The college has designated the vice president for finance as the Title IX coordinator. The Title IX coordinator is to ensure the college's compliance

with Title IX of the Education Amendments of 1972. The Title IX coordinator is to oversee the college's response to Title IX reports and complaints and identify and address any patterns or systemic problems revealed by such reports and complaints. The Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office. In addition, the Title IX coordinator is to conduct annual climate assessments for students and employees. Any questions concerning Title IX can be referred to the Title IX coordinator or the Office for Civil Rights:

Title IX Coordinator:	Office for Civil Rights
Scott C. Laird	U.S. Department of
V.P. for Finance	of Health and Human Services
719-884-5021	(800) 368-1019
SCLaird@NBC.edu	OCRPrivacy@hhs.gov

Evidence of practices inconsistent with the college's non-discrimination policy should be reported in writing to the Title IX coordinator who will evaluate the inconsistencies and take appropriate action. Should the complainant be dissatisfied with the resolution of the matter as determined by the Title IX coordinator, the complainant may submit a written report to the President's Cabinet. The decision of the President's Cabinet in the matter shall be final.

TITLE IX COMPLAINTS

Title IX complaints involving violence and/or harassment both with and without sexual connotations should be reported immediately to the Title IX Coordinator.

Title IX Coordinator:
Scott C. Laird
V.P. for Finance
719-884-5021
SCLaird@NBC.edu

Detailed explanation of Sexual Misconduct Prevention – Policies and Procedures can be found at www.nbc.edu/security/title-ix.php.

SEXUAL HARASSMENT

Nazarene Bible College prohibits any form of sexual harassment. Sexual harassment is a form of sexual discrimination and is prohibited by federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the

Education Amendment of 1972. Any practices inconsistent with this policy should be reported immediately to the Title IX Coordinator.

Nazarene Bible College seeks to provide an environment free from harassment based on race, color, religion, gender, national origin, age, disability, veteran, or marital status. Unacceptable conduct includes the telling of dirty jokes, reference to others by derogatory sexual terms, or other conduct which reasonably could be construed as creating or contributing to the creation of a hostile environment. Similarly, insulting, degrading, threatening or otherwise offensive or hostile remarks, graffiti, jokes, posters, writings, gestures, actions or any other communications are strictly prohibited, as are racial, ethnic or religious jokes or slurs or conduct disparaging or downgrading any racial, minority, ethnic, or religious group. The preceding list of forms of misconduct is not all-inclusive, but is intended merely to illustrate some of the activities to which Nazarene Bible College's prohibition of harassment extends.

Harassment is extremely serious misconduct and may result in discipline, up to and including dismissal. Harassment may also subject the harasser to personal legal and financial liability.

If you believe you have been subjected to harassment or observe harassment of another person, you should report the incident to the Title IX Coordinator (vice president for finance.) You should not attempt to resolve incidents you observe or hear about from others, but are expected to report the matter promptly. To the extent possible, any investigation will be handled in confidence. However, Nazarene Bible College cannot promise anonymity to persons who report harassment. NBC will not tolerate retaliation against any individual who brings a harassment complaint in good faith.

ALCOHOL & OTHER DRUGS NOTIFICATION

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Nazarene Bible College (NBC) is required to provide this notification annually to all students and employees. NBC's complete Drug and Alcohol Policy can be found at www.nbc.edu/security.

It is the policy of Nazarene Bible College to prohibit the possession, use, manufacture, or distribution of tobacco, alcohol, cannabis, illegal drugs, or other controlled substances, as defined by federal law, on the campus or as part of any college activity.

As an educational institution, NBC aims to educate its community members about prevention and the risks of unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. As an agent of the Church of the Nazarene, NBC holds to the Church's position that total abstinence is the first step in prevention of tobacco, drug, and alcohol abuse. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma, and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus.

Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probation, suspension, or expulsion. A disciplinary sanction for students may include the completion of an appropriate rehabilitation program. Information concerning available counseling, treatment, rehabilitation, or re-entry programs can be provided by the college Provost office (students). These resources may include, but are not limited to:

- Counselling through community resources
- Local support groups
- Rehabilitation and/or treatment centers

Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages. Penalties under local, state, and federal law may range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility for terms ranging from six months to a life sentence.

In the case of students that receive federal financial aid, Nazarene Bible College is required by federal law to notify the source of financial aid at the time a student violation is reported. A conviction of the violation of this law must be reported within ten days of the conviction.

A published review of the Alcohol and Other Drugs (AOD) programming as well as, the AOD Notification and disciplinary sanctions is issued biennially.

ORDINATION INFORMATION

Non-Nazarene students are welcomed at Nazarene Bible College. It is important to note that Nazarene Bible College is not an ordaining body for the Church of the Nazarene or any other denomination. Students who wish to be ordained in a denomination other than the Church of the Nazarene are advised to contact their pastor or denominational office for guidance. Nazarene Bible College graduates with Pastoral Ministries majors meet all educational ordination requirements for Nazarene ordination in the United States/Canada Region however; this may not be the case for other denominations. Nazarene students completing their degrees at NBC are not guaranteed ordination.

STEPS TO ORDINATION IN THE CHURCH OF THE NAZARENE - UNITED STATES/CANADA REGION

If you are preparing for ministry in the Church of the Nazarene, you should obtain a copy of the Sourcebook on Ordination, United States of America Edition, at <https://nubo.nazarene.org/index.php/s/JYZ7WEBGG4cc5AK> . You should also acquaint yourself with paragraphs 500-532.13 of the 2023-2027 Manual Church of the Nazarene available at <https://nazarene.org/manual>. Students from other churches should carefully pursue their own denominational requirements.

Before you are eligible for a district minister's license, you must have:

- A local preacher's license from your local church for at least one year.
- An official recommendation to the district by your local church board.
- Completed at least one-fourth of the Bible college four-year program in Pastoral Ministries or the equivalent of the first year of the course for licensed ministers.
- Been personally interviewed by the ministerial credentials board of your district at the place and time of their choosing (or by a faculty/staff committee as outlined above).

Students must be enrolled in the Ministerial Course of Study on their district and be certified by their district ministerial credentials board. Normally, enrollment takes place when application is made through the local church.

The college makes student transcripts available to the District Ministerial Credentials Board when requested by the student. The student should request a transcript from the college registrar no later than 60 days prior to the meeting of the credentials board. For individuals who are not already holding a district license, there is no urgency to apply for a district license in the first academic year.

Because of the procedures and requirements involved, it is recommended that the student wait at least until the second year of Bible College studies. However, students are strongly encouraged to obtain a district license before their final year of study at NBC. Transcripts may be ordered through Parchment, www.parchment.com. See NBC website for details: <https://www.nbc.edu/forms/individual-request-transcript.php>.

Students who look forward to receiving a deacon license in Christian education, or a commission as a song evangelist or minister of music, will follow the procedures similar to those for elders.

ORDINATION REQUIREMENTS

Students who are working toward ordination as an elder or a deacon in the Church of the Nazarene must be educationally certified as a graduate from the Course of Study for licensed ministers by action of the office of Clergy Development and by their district ministerial credentials board. This must be done after graduation from the college. (Check the *Manual* for other requirements for ordination.)

Students are responsible to request graduation certification for the district ministerial credentials board on the district where the minister's license is held. A student is not automatically graduated from the Minister's Course of Study when he/she graduates from Nazarene Bible College. Following graduation from Nazarene Bible College, students should request that the Registrar's Office send a Certificate of Graduation from the Minister's Course of Study to the district on which their license is held.

QUALIFYING DIVORCED STUDENTS FOR MINISTRY

Nazarene Bible College is a post-secondary educational institution of the Church of the Nazarene whose major assignment is to academically prepare its students for full or part-time ministries in the church. However, neither Nazarene Bible College, its administrators, faculty, nor staff make any warranties, promises, or inferences that the student will be credentialed for ministry in the Church of the Nazarene or other denomination or religious body, particularly as related to divorce/remarriage. The college advises students to confer with the district superintendent of the district on which their membership is held to determine eligibility for licensure and/or ordination.

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